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Vol. No. XVIII, No. 16

January 14, 1991

NOTE: If you would like to have a notice posted in *The Law School Record*, you must submit your information either in hard copy or attach (by pressing F6) a WordPerfect document to an E-mail message to **Thelma Fountain** (PROFNET/TFOUNTAL) in **Room 626**. All entries should include your name, and if possible, a number where you can be reached during the day or a locker number. If applicable, please include the name of your student organization. All information **must** be submitted by Wednesday at 5 p.m. if you wish to have it posted in the following Monday's *Record*.

FROM INTERIM DEAN STEINMAN

Happy new year and welcome back! I hope you enjoyed the holiday season.

During the winter break, many of the faculty attended the annual meeting of the Association of American Law Schools, in Washington D.C. Two Chicago-Kent faculty members participated as presenters: Professor Randy Barnett served as a panel member for a contracts discussion on the topic of "Incomplete Agreements," and Professor Ralph Brill spoke in a workshop on computerized legal instruction that was part of a program on legal writing throughout the curriculum.

Professor Ronald Staudt just has begun his term as President of the Center for Computer-Assisted Legal Instruction (CCALI). CCALI is a consortium of 125 law schools devoted to the use of computer training to enhance legal education. Professor Staudt is the fourth president of CCALI; the first three presidents were from Harvard, Cornell and Duke universities.

I would like to welcome Associate Clinical Professor Gerald Brown to the law school. Professor Brown received his law degree from the University of Chicago Law School and his bachelor's degree from DePaul. Professor Brown has worked as an attorney for the Office of the Chief Counsel for the Internal Revenue Service, been a partner in the Chicago law firm of Arnstein & Lehr, and served as senior vice president and chief financial officer of HMO America, Inc. He also is a Certified Public Accountant. Professor Brown will be teaching in the new Tax Dispute Litigation Clinic program.

I hope you also will join me in welcoming the following people who have joined the law school staff this academic year:

Deneen Avery, library accounting clerk
George Badecker, audio-visual coordinator
Cynthia Bean, development secretary
Donica Brown, development secretary
Patrick Cahoy, Assistant Director of Development
Valerie Fribley, project coordinator/Computer Center
Jennifer Gill, Bookstore clerk
Gwendolyn Johnson, clerical assistant/Career Services
Janet Keim, administrative assistant/Office of Administration and Finance
Eduardo Seput, library circulation assistant
Shearita Williams, faculty secretary

On behalf of the faculty and staff, I wish you a good semester.

FROM ASSOCIATE DEAN CHAPMAN

Tax Exclusion for Tuition Reimbursements

The Omnibus Budget Reconciliation Act of 1990 recently passed by Congress reinstates the exclusion for tuition reimbursements for graduate studies effective Jan. 1, 1991. If your employer reimburses you for all or part of your law school tuition, you may exclude \$5,250 of such reimbursements from your income each year, beginning with next semester's tuition.

Students who Plan to Take the Indiana Bar Exam

Indiana has very specific course requirements for bar exam candidates. If you plan to take the Indiana bar exam, you should review the course requirements well before graduation; they are available in Dean Chapman's office.

NEW BUILDING UPDATE

From Stuart Deutsch, Chair -- Building Project

Welcome to 1991! This is the first of what will be a series of reports about the progress of the new building, now that we are in the year of the move to the new law school building.

Construction is proceeding on schedule. We are planning to begin moving into the new building right after Christmas, 1991. If the weather and construction schedule hold up, we will be able to hold all classes for the Spring, 1992 semester in the new building.

Please walk over to the corner of Adams and Jefferson Streets (one block due west of Union Station - our new address will be 565 West Adams Street) to view the construction. When you read this on Jan. 14, the steel framework for the first three floors of the building should be completed. The entire framework of the building should be completed during the month of February and the exterior skin will begin to appear during March. By the end of June the exterior skin and windows should be completely installed and we will have a real building to admire. The detail work will take the rest of 1991 to complete.

Trivia facts of the day to give you an idea of the complexity and size of the building:

- approximately 2,500 tons of steel will be used to build the framework of the building.
- more than 29,000 square feet of precast concrete and more than 42,000 square feet of window glass will be used on the skin of the building.
- there are more than four miles of cable conduit buried in the main floor slab.

Let me remind you of the main features of the building. The building will be ten stories high, with a full below-grade concourse level. It has been designed by Jerry Horn, senior design partner at Holabird and Root in Chicago. Powell/Kleinschmidt Architects are interior designers for the building.

The building will have 280,000 gross square feet of space, of which approximately 230,000 square feet will be utilized by the law school and IIT's M.B.A. and M.P.A. programs immediately. In addition, 50,000 square feet (the fourth and fifth floors) will be available for rental to not-for-profit agencies for approximately ten years. We are still searching for tenants, so if you know of any appropriate potential tenant, please contact me. It is anticipated that the law school will recapture the space for expansion purposes starting in 2002.

The offices of the Student Bar Association, Kent Commentator, Moot Court Society, Law Review and other student organizations will be located on the concourse level. A conference room will be available for student organization use as well. A student mail room has been designed, so that each student will have a small mail box. Student lounges will be located on the concourse level, the first floor and third floor. There will be approximately 625 large lockers available for students on the concourse and second floor. A much larger bookstore will be located on the concourse level as well.

In conformance with Chicago law, the building will be no smoking, except for private offices.

A 175 seat cafeteria will be located on the third floor. The kitchen, servery and seating areas will be substantially larger, more functional and more attractive than the present cafeteria.

There will be 22 "traditional" classrooms and seminar rooms, mainly on the concourse level through the third floor. All will be equipped with computers or the cabling to provide computers to every seat. Each classroom will have extensive audio/visual capacity, including the ability to show tapes, films, slides, overheads, play recordings and utilize every education aid or tool available. Because many classrooms will be located on the outside portion of the building, many will have windows. Their sizes will range from 15 to 110 seats.

There will be 4 computer classrooms in the library, with a total seating capacity of almost 100.

An essential educational feature of the classrooms and library will be the extensive computer network created in the new building. All seats in classrooms, many library carrels and locations throughout the building will be tied to the computer network. It is expected that well over 100 computers will be available for student use for educational purposes on the network. Students with their own computers will be able to connect into the network at many locations throughout the building.

A modern, attractive courtroom, named after Judge Abraham Lincoln Marovitz, will be one of the centerpieces of the new building, with a computer and audio/visual capability that will make it a state-of-the-art facility for both trials and appellate activities. It is anticipated that federal and state trials and appellate hearings will be held in the courtroom, as well as moot court and trial advocacy activities.

There will be a 350 seat, two-level auditorium in the building as well. The stage has been designed to allow a wide range of activities, including en banc arguments by the Illinois Supreme Court.

The library will have a capacity of more than 400,000 volumes, with more than 60,000 feet of space on levels six through ten. The tenth floor reading room will be a modernistic reproduction of a traditional 19th century reading room, with a 23 foot high vaulted ceiling. The library will be computerized throughout, as well as providing 11 student study rooms and other amenities. The entrance to the library will be on the 9th floor. There will be an elevator within the library to facilitate movement, as well as internal staircases. The card catalogue will be computerized and accessible from any computer terminal connected to the network.

Most faculty offices will be on the 7th and 8th floors, although the Law Offices will occupy a suite of offices on the sixth floor. The administrative offices will be on the second and third floors. The Dean's office, associate dean, development, alumni, public relations and placement will be on the third floor, while the registrar, admissions, finance and administration and the college office will be on the second floor.

A special heating and cooling system has been designed for the building. Each classroom and other defined segments of the building will have separate temperature sensors, which will be monitored by a computer in the building engineer's office. It should be possible to maintain and change the temperature in each classroom and segment of the building. We expect to be able to keep all parts of the building comfortable, regardless of the outside temperature and regardless of the heating loads generated by groups of people.

If you have questions or comments about the building or the moving process, please visit me in room 633, or call me at 567-5040 or send e-mail to PROFNET/SDEUTSCH.

STUDENTS APPLYING FOR FINANCIAL AID

If you were sent a 1991-92 financial aid application packet from the main campus, please take note: the green IIT application form that was enclosed in that packet is not the correct form to use. Please obtain the College of Law financial aid application from any one of the following places: (1) the College Office (Room 301); (2) on the 2nd floor across from the elevators; or (3) in the Admissions Office (Room 307). The FAF that was enclosed in the packet is still good, and you should use it. When you enter the school code in Item 77, however, **be sure to enter code 1654**. This is the school code for the College of Law; it is not the same number used by the main campus of IIT. (Note: this is new this year.)

COURSE ANNOUNCEMENTS

Commercial Law -- Prof. Spak

Please remember to bring your Fall 1990 exam numbers with you to the first class.

FROM THE REGISTRAR

Add-Drop Spring 91

Adds to open course will be accepted through Friday, Jan. 25 based on space availability. Adds from the wait lists to previously closed courses will be accepted based on the current list available. Drops for other than required or clinical courses will be accepted until the final exam or paper due date with a decreasing tuition refund. Tuition refunds for drops are calculated from the first day of class based on the following:

- drops during the first week -- 20% charge;
- second week -- 40% charge;
- third week -- 60% charge;
- after the third week -- 100% charge.

Lockers

Students will retain the same lockers assigned to them in the Fall 1990 semester.

ID Cards and Validation Stickers

Validation stickers will be distributed from 9 a.m. to 6 p.m. on Monday, Jan. 14 in the Cafeteria. Students in need of a new ID card may have one made at this time. After this date validation stickers will be available in the Registrar's Office, Room 306.

Spring 1991 Graduates

Please check the Spring '91 graduation list posted on the second floor bulletin board. If your name is misspelled, if you want to make a change or your name is missing please come to the Registrar's Office, Room 306. Graduation declarations must be submitted by Friday, Feb. 15 to be included in the Spring 1991 graduating class.

Loan Checks

The list of loan checks currently available in the Registrar's Office, Room 306, is posted on the second floor bulletin board. This list is updated only when checks are received. If your account shows a tuition balance you will be expected to sign over your loan check in its entirety. If you expect to receive a refund you will be instructed to fill out a form immediately and your refund check should be available in the Registrar's Office with 7-10 working days.

Student Insurance

All full-time day division students must have health insurance coverage.

IIT offers a very basic insurance coverage for \$149 per year payable in two equal installments. You will be automatically billed for the student insurance. If you want the plan, no response is required. If you choose to decline the insurance, your declination must be received by GM Underwriters (the insurance company), no later than Friday, Feb. 15. Declination forms are available in the College Office, Room 301.

Evening students may also be covered by the plan if desired.

However, evening students are not automatically charged. You must sign up for the plan. Applications are available in the College Office. As an evening student, if you have been given permission to take more than 11 hours you will be charged automatically for the insurance (our computer system will think that you are a day student). If you do not want the insurance you must fill out the form to decline the insurance and return it by the above deadline.

FACULTY NEWS

The fourth edition of Professor Martin Malin's book, Legal Environment of Business has just been published by Richard D. Irwin, Inc. The book, coauthored with Professor John Blackburn and Elliot Klayman of Ohio State University has been used in undergraduate business and MBA programs at over 100 colleges and universities.

At the Association of American Law Schools annual meeting, Jan. 2-6, Professor Malin was elected Secretary of the AALS Section on Labor and Employment Law.

RESEARCH ASSISTANTS

Professor Mintz is seeking a second- or third-year day-division student to serve as his research assistant for this semester. His area of research is products liability, specifically the categorization of words and ideas as products for purposes of imposing strict liability. A completed course in Products Liability is therefore a significant benefit for those wishing to apply for this position. Interested students should submit resumes and inquiries to Professor Mintz via e-mail, his mailbox on the third floor, or in person in Room 212.

Professor Shapiro seeks a second- or third-year day division student to work as his research assistant this semester. He intends to explore the area of defamation by implication. Specifically, he seeks to examine actions based on true facts that are organized and presented in a manner that imply something false about another. Students who studied defamation law in their torts class are the preferred candidate, but all students should feel free to apply. Please respond by submitting your resume to Professor Shapiro in his mailbox on the third floor.

CAREER SERVICES NEWS

Upcoming Career Service Programs

Resume Writing Workshops have been scheduled to provide you with the information you will need to create a resume for the legal job market. Students who missed this workshop first semester should be sure to attend one of the sessions scheduled for Tuesday, Jan. 22. Sessions will be held at 11:45 a.m. in Room 314 and 5:00 p.m. in Room 102. Please remember that attendance at a resume workshop is a prerequisite for scheduling an individual resume counseling appointment.

Faculty Judicial Clerkship Committee Endorsement

All 1991 and 1992 graduates who plan to seek the backing of the Faculty Judicial Clerkship Committee as part of their applications for federal or state judicial clerkships must submit the committee's application materials to the Career Services Office, Room 221 by 6 p.m. tomorrow, Jan. 15. The faculty committee assists Chicago-Kent students in obtaining clerkships by providing institutional recommendations and by counseling on strategies in seeking a clerkship. Students are reminded that a judicial clerkship is a full-time post-graduation position on the staff of a judge. Because most federal judges hire their law clerks 12 to 18 months before employment begins, early application is encouraged. Tomorrow's deadline applies only to those students seeking the committee's recommendation and does not preclude students from applying for judicial clerkships on their own.

1991 National LL.M. in Taxation Job Fair

Attention all LL.M. Tax degree candidates!! IIT Chicago-Kent, along with seventeen other law schools from around the country, is co-sponsoring the Second Annual LL.M. in Taxation Job Fair, which will be held at the Embassy Suites Hotel - Crystal City (Washington, DC) on Saturday, March 9. This event has been organized to promote and facilitate the efficient hiring of LL.M. Tax and Estate Planning candidates and Masters in Accounting graduates in an organized, time-effective manner. A list of the employers who will be participating will be available in the Career Services Office on Wednesday, Jan. 30. Student resumes will be forwarded to employer participants on Friday, Feb. 15 and, therefore, must be submitted to the Career Services Office no later than 5 p.m. Thursday, Feb. 14. Students who have received interviews will be notified Wednesday, Feb. 27th. Interested LL.M. candidates should make sure they pick-up employer information on January 30th!!

Midwest Public Interest Law Career Conference

ATTENTION ALL STUDENTS! The Fourth Annual Midwest Public Interest Law Career Conference will be held at Northwestern University School of Law on Saturday, Feb. 16, 1991. Open to students from 32 law schools in 10 midwestern states, this conference will be attended by public interest and government employers from around the country. Employers will be interviewing for summer clerk and attorney positions and/or participating in a "Table Talk" information exchange. Employer information and student registration and preference sheets are now available in the CS Office. Students who previously picked up this information need to now also pick up the lists of add-on employers. Preference sheets are due in the Career Services Office by 5 p.m. on Monday, Jan. 21.

Public Interest Law Initiative Summer Intern and Graduate Fellowship Programs

PILI is currently accepting applications for its 1991 Summer Internship and Graduate Fellowship Programs. The purpose of these programs is to provide law students and young lawyers with experience and training in legal institutions serving the public interest. First- and second-year students considering a career in public interest law should not overlook the opportunity to spend this summer working in a local public interest agency through the Summer Intern Program. Applications for the Summer Program are due Feb. 1.

The PILI Graduate Fellowship Program is aimed at graduating third-year students who have already accepted employment with a Chicago law firm. Third-year students who are unsure whether the firm they will be working for participates in this program should contact the recruitment personnel at their firm. More information pertaining to both programs is available as Handout #21 in the Career Services Office.

Office of the State Appellate Defender -- Summer Intern Program

The Office of the State Appellate Defender, Third Judicial District (Ottawa, IL), anticipates four positions available in its 1991 Summer Intern Program. This state agency is devoted to representing indigent criminal defendants on appeal. Students with excellent writing skills and a sincere interest in helping people are encouraged to apply. Second-year students are preferred, but first year students are eligible. Complete information is available in the Career Services Office as Handout #31.

General Services Administration, Board of Contract Appeals Law Clerk Program

The GSA Board of Contract Appeals in Washington, D.C., is accepting applications for its law clerk program for graduating law students from Jan. 1 through Feb. 28, 1991. Clerkships with the board offer an excellent opportunity to gain experience in government contract law and the workings of the executive branch agencies. Appointments are limited to two years at the GS 11/12 level. Third-year students interested in this post-graduation clerkship should pick up Handout #23 in the Career Services Office.

CBA ANNOUNCES LARGE FIRM MATCHING PROGRAM FOR MINORITIES

The Chicago Bar Association has created a special project to provide large firm, summer associate opportunities for first-year Illinois law students who are members of groups, such as African American, Hispanic and Asian, that have been historically underrepresented in large law firms, and of other groups that may benefit from this program, such as law students from socially or economically disadvantaged groups. The goal of this program is to expose students from traditionally underrepresented groups to the large law firm environment.

IIT Chicago-Kent College of Law has accepted the CBA's invitation to participate in the program. The law school will provide the Chicago Bar Association with the names of students selected from the categories of groups described above 1) who are interested in being a first-year summer associate at a large firm and 2) whom the law school believes would benefit most from the experience. (The number of students to be selected will be determined by the CBA based on number of law firm and law school participants; it is currently anticipated that each law school will be able to select two students.)

Any student wishing to be considered should submit a letter, addressed to Interim Dean Joan Steinman, explaining why he or she is interested in serving as a summer associate at a large firm and providing any other information that would be useful in the selection process. Applicants should attach a resume. This application packet will be reviewed along with first-semester law school grades and other indicia of past performance. Your law school professors also will be contacted. Based on the available information, the law school will select the students who show the most potential to excel in this program and refer those students to the CBA. The dean has appointed Associate Dean Howard Chapman, Professor Cheryl Harris, Assistant Dean Judith Saunders and Assistant Dean Nancy Herman to act as the selection committee.

The CBA will randomly match students with participating law firms. Although a summer associate position is not guaranteed as a result of the match, it is the CBA's expectation that participants will honor the matches. If either the student or firm objects to the match (the firm is not allowed to object on the basis of grades, LSAT, or law school) and a resolution to the objection is not reached, the CBA will not provide a follow-up match.

Applications should be submitted to Interim Dean Steinman's office no later than Noon, Tuesday, Jan. 22, 1991.

STUDENT WRITING CONTESTS

For more information on these student writing contest, please contact Pat Rogers in the Office of the Associate Dean for Academic Affairs, Room 305, ext 5024.

<u>Contest</u>	<u>Deadline</u>
ABA Professionalism Writing Competition	March 1
ALI-ABA Annual CLE Essay	April 1
Schwab Memorial Essay Contest	April 8
Transnational Law & Contemporary Problems	April 1
ABA-Section of Tort and Insurance Practice	May 1
Entertainment Law Writing Competition	June 1
American Judges Association Essay Competition	June 30
Bruno Bitker Essay Contest	June 30
ASCAP-Nathan Burkan Memorial Competition	June 30

RESOURCES

Financial Aid Counseling

Students who would like to speak to a financial aid counselor may make an appointment with Leslie Ohsiek in the Admission Office at ext. 5012. Hours available for appointments are: Mondays, 4 p.m to 6 p.m; Wednesdays, 10 a.m. to 1 p.m.; and Thursdays, 3 p.m. to 5:30 p.m.

Lexis Assistance

Lexis assistance will be available in the library computer room during the following hours:

Sundays, 1 - 3 p.m.

Mondays, 11 a.m. - 1 p.m.

Tuesdays, 12 - 2 p.m.

Wednesdays and Thursdays, 7:30 - 9 p.m.

If any student requires assistance at a time not listed, please contact either Martha Niles (MNILES) or David Barron (DBARRON) by e-mail to arrange a meeting.

Westlaw Assistance

Westlaw assistance is available in the library computer room during the following hours:

Mondays, noon - 2 p.m and 3 - 6 p.m.

Tuesdays, noon - 2 p.m. and 3 - 6 p.m.

Wednesdays, 3 - 6 p.m.

Thursdays, noon - 2 p.m. and 3 - 6 p.m.

Fridays, 3 - 6 p.m.

If any students have question or need a password for Westlaw, please send an e-mail message to Yaodi Hu (YHU).

WESTLAW Easier to Use

There are several features which make WESTLAW unique. (1) Its headnotes provide indispensable summaries of specific points so you can quickly apply the case to your issues. (2) Topics and Key Numbers are used to classify issues of all cases, giving you the fastest way to find related cases and issues. (3) West lawyers/editors add a synopsis to every case so you'll quickly learn the facts and holding of a case, without having to read the entire opinion. (4) WESTLAW can highlight the page numbers for all parallel citation in the text of the case. (5) WESTLAW can highlight the key words assigned by you in the text so you can quickly get to the key point. Try to use WESTLAW! Isn't it wonderful that you can use both Lexis and WESTLAW? Contact Yaodi Hu if you need a password and software for your home computer. It is free for you to use WESTLAW at your home as long as you are a Kent student. Send E-mail to KENTNET/YHU.

STUDENT ORGANIZATIONS

BALSA & GAYLAW Sponsor Program

On Tuesday, Jan. 29, the Black American Law Student Association and the Lesbian & Gay Law Student Association will co-sponsor a program on the topic of dealing with discriminatory interview questions. "All Things Being Equal," a video-tape presentation, produced by the National Association for Law Placement, will be shown, followed by a discussion led by Judith Saunders and Jeanne Kraft. This video presentation was created to heighten sensitivity and stimulate discussion about the ways in which predisposed attitudes and opinions about certain groups of people are often reflected in how candidates are interviewed and evaluated. All students are invited to attend. Program sessions will be held at 12:45 p.m. in Room 314 and 5 p.m. in Room 102.

Chicago Bar Association

All students are welcome to attend the upcoming Continuing Legal Education Seminars. All student members of the Young Lawyers Section of the Chicago Bar Association will receive half off all registration fees. For more information concerning these programs, please call the CBA's Continuing Legal Education department at 312-554-2052.

Breakfast Seminars (8 - 9:30 a.m.)

January

- 22 State and Local Tax
- 29 Food, Drug and Consumer Products Regulatory Law

February

- 5 Customs and U.S. International Trade Law
- 12 Social Security Law
- 19 Class Litigation
- 26 Criminal Law
- 28 Futures Regulation

Afternoon Seminars (3 - 6:30 p.m.)

January

- 15 Chancery and Special Remedies
- 17 Post Judgment Remedies
- 21 Current Motion Practice in the Law Division
- 23 Environmental Law Update
- 29 Wrongful Death Act
- 31 Legal Research for Paralegals and Law Clerks

February

- 4 Slip and Fall cases
- 5 Financing in th 1990's
- 11 Comparative Negligence
- 12 Negotiating Strategies
- 18 Matrimonial Law
- 20 Financial Institutions
- 26 Product Liability
- 28 Illinois Contract Law

March

- 4 Structural Work Act and Other Statutory Causes of Action

To become a student member of the Young Lawyers Section of the CBA, simply pick up an application outside the elevators on the second floor, in the cafeteria, or in the SBA Office.

Environmental Law Society

URGENT NOTICE! We just received word that the National Association for Environmental Law Societies in Washington, DC will be held in a few weeks! Chicago-Kent ELS has attended every one so far; learn a lot about everything within 3 days and have fun doing it. For more information on this and upcoming programs, please attend the critical organizational meeting. Check the ELS board for details or call Cameron Davis at 708-251-0476. We'll have more important announcements at that time.

Kent Intramural Basketball Association (KIBA)

Attention all students, faculty and staff! KIBA is a basketball league composed of Chicago-Kent students, faculty and staff. The season starts in early January and ends in the latter part of the spring term. If your interested in forming a team please write down your roster, team captain, team captain's phone number and put it in the brown envelope in the SBA Office or contact Joseph Salvi.

STAFF POSITIONS OPEN

Students and staff members who have successfully completed a six-month probationary employment period are welcome to apply for staff positions open at the law school.

Also, in accordance with IIT policy, a \$100 referral fee may be paid to any student or staff member who refers a qualified applicant for a full-time position. To receive the referral fee, the student or staff member making the referral must first fill out a referral form, which can be obtained from the IIT Office of Human Resources through the Law School Office. If the person referred is hired and completes three months of satisfactory employment, the student or staff member will receive the referral fee.

The following positions are currently open:

Associate Law Librarian

Responsibilities: Assist the director of the Legal Information Center in the day-to-day operation of the Law Library and provide support for public services activities in particular. Provide legal reference and other public service assistance to law library users. Provide instruction in legal research, coordinate all reference services, assist with planning and budget, participate in developing library policy. **Preferred qualifications:** Master of Library and Information Science degree from an ALA-accredited library school and law degree from an ABA-accredited school required; three years law library experience. Extensive knowledge of automated legal research and other online reference systems. Excellent communication skills. Some supervisory experience preferred. **Established minimum salary:** \$28,540 per year (\$2,378/month).

Reference Law Librarian

Responsibilities: Provide reference services for all library clients, in person, by telephone and in writing, including some nights and weekends. Participate in selection and collection development. Work with and supervise circulation assistants as appropriate. Participate in professional level cataloging and classification tasks and projects. Develop library publications and guides. **Preferred qualifications:** Masters degree in library science from an accredited library school, law degree or significant library experience and other specialized training for legal research. Facility with computer assisted legal research and other legal education computer applications. Excellent communication skills (writing sample required). **Established minimum salary:** \$21,285 per year (\$1,773 per month).

LAW SCHOOL EVENTS CALENDAR

EDITOR'S NOTE: The Law School Events Calendar lists upcoming events with open attendance that have been officially scheduled. To be scheduled, event sponsors should contact the Office of Administration and Finance in Room 302.

January

- | | |
|----|---|
| 14 | First Day of Classes |
| 15 | Dean's Advisory Council meeting; 5-6 p.m., Room 304 |
| 21 | Dr. Martin Luther King, Jr. Birthday |

February

Activities to be announced.

March

- | | |
|-------|--------------------------|
| 3-6 | Site Evaluation Visit |
| 19 | Piper Lecture: Alan Hyde |
| 21-22 | Section 1983 CLE program |

TO: All Continuing Students

FROM: Assistant Dean Nancy Herman

DATE: January 1991

RE: Federal Financial Aid and Need-Based Scholarships: Deadlines

CRITICAL INFORMATION REGARDING:
FINANCIAL AID AND/OR NEED-BASED SCHOLARSHIPS

The 1991-92 Financial Aid Form (FAF) and the IIT College of Law Financial Aid Application are now available: (1) in the College Office (Room 301); (2) on the 2nd floor across from the elevators; and (3) in the Admissions Office (Room 307).

This is a long memo, but it is one you need to read. Your financial aid, whether a loan and/or a need-based scholarship, depends on it.

Once again, that time has arrived for you to begin the process of applying for financial aid for next year. There are some important changes in the federal application procedures that you need to know. Please take note of the calendar of important dates below; I suggest that you save this memo for later reference.

Take special care in reading the FAF instructions.

- > 1. Be sure to enter the correct code number for IIT Chicago-Kent College of Law in Item 77 (code number **1654**). This is not the same code number used by the main campus of IIT. (Note: this is new this year.)
2. You must fill out the entire FAF.
3. You can use ONLY #2 pencil when filling out the FAF. Do not type or use a pen.
4. Fill out the FAF completely and sign your name at Item 32. Be sure to answer "Yes" to Item 30a and the second part of 30b to be considered for federally subsidized loans. Do not stop after Section E! Go on to complete the remainder of the FAF labeled "Supplemental Information". **You must complete the section labeled "Supplemental Information".**

Because we use the IIT College of Law Financial Aid Application to tailor your financial aid as best we can, please be as complete as possible when supplying additional information, especially regarding your expenses.

Since we use the federal system of needs analysis, this means that we must adhere to a timetable to ensure that you can receive your award in a timely manner and resolve any issues or problems that might arise in your request for financial aid. Our goal is to make certain that the process is complete before classes begin in the fall.

To be eligible for ALL FORMS OF FINANCIAL AID, including NEED-BASED SCHOLARSHIPS, you must meet the following deadlines:

By April 1

1. The FAF must be **received by** the College Scholarship Service (CSS) by April 1. All information must come from completed Federal Income Tax forms. This also will reduce the likelihood of your being selected for Verification.
2. Your IIT College of Law Financial Aid Application must be **received in** the IIT Chicago-Kent College of Law Office of Admissions and Financial Aid **no later than April 1.**

By May 15

1. After you file your FAF, you will be sent a Student Aid Report (SAR) by the College Scholarship Service (CSS). All pages of your Student Aid Report **must be in your financial aid file at IIT Chicago-Kent by May 15.** EVEN THOUGH YOU WILL NOT RECEIVE A PELL GRANT. Do not send any corrections on your Student Aid Report to CSS; send the SAR to the Office of Admissions and Financial Aid, as is, and attach any corrections on a separate sheet of paper. Make sure that you sign the report where indicated.
2. If you are selected for Verification, you will be asked to submit copies of your tax forms and a Verification Worksheet. These materials and your SAR must be returned before a financial aid award will be determined for you.

By July 15

1. You should sign and return your financial aid award letter to the College of Law Office of Admissions and Financial Aid by July 15.

2. You are expected to turn in student loan applications from the lender of your choice by July 15. If you are unsure of a lender, contact the Office of Admissions and Financial Aid at (312) 567-5012. Loan applications for the Law Access program are available in the Office of Admissions and Financial Aid, Room 307, and in the College Office, Room 301.

Other important advice:

1. If you are applying for federal financial aid at IIT Chicago-Kent for the **first** time, you must submit a Financial Aid Transcript to all colleges and universities that you previously attended, whether or not you received financial aid at those colleges/universities. Each college/university will automatically forward the financial aid transcript directly to the IIT Chicago-Kent Office of Admissions and Financial Aid.

2. If you have questions about continuing scholarships, please contact the Office of Admissions and Financial Aid.

3. If you have an unusual situation and your financial aid award will not be sufficient to meet your financial needs, please contact the Office of Admissions and Financial Aid at (312) 567-5012.

4. Here is a checklist of items that will help you complete your financial aid application:

- A. 1990 federal, state and local tax forms (yours, your spouse's and your parents', if applicable) and W-2 forms.
- B. Records of any untaxed income, such as welfare, social security, AFDC or ADC statements and veterans' benefits.
- C. Current bank statements.
- D. Medical and dental bills not covered by insurance.
- E. Business and/or farm records.
- F. Stocks, bonds, and other investment records noting value and dividends earned.
- G. Explanation of any source of income assistance and assets not listed on the FAF.

You must submit all necessary documents by the stated deadlines. Loan money and awards are not unlimited, and students who do not apply in a timely manner risk not receiving funds next year. We are ready to help if you need assistance -- just call the Office of Admissions and Financial Aid at (312) 567-5012. Above all, please do not put this off (especially doing your taxes).

Thank you for your cooperation.